



DANTES ADMINISTRATOR SITE ESTABLISHMENT FORM

Kuder® Journey is provided free to active duty, Guard, and Reserve Service members only.

The DANTES Administrator Site Establishment Form is for education centers (ESO/Counselors), Fleet and Family Service Centers, and offices assisting active duty, Guard, and Reserve Service members with their education goals and transition.

Complete this form to initiate the implementation of *Kuder® Journey* at your site. To confirm if your site Administrator account has been established, please call 850.452.1111 x3133 or Email: counseling@navy.mil.

Fax the completed form to DANTES Counseling at 850.452.1162 or Email: counseling@navy.mil.

PLEASE PRINT IN INK OR TYPE

Region Org ID:	(KUDER WILL ASSIGN)
Region:	
Service:	
Location: (Base Name)	
Unit:	
ESO/Designated Administrator First Name:	
ESO/Designated Administrator Last Name:	
Title:	
Department:	
Address:	
City:	
State:	
Zip Code/APO AE:	
Country:	
Telephone:	
Fax:	
E-mail:	
Web Site:	
Additional Contacts:	(Include first and last names and e-mail addresses.)

INSTRUCTIONS FOR FILLING OUT THE DANTES ADMINISTRATOR SITE ESTABLISHMENT FORM

What is the DANTES Administrator Site Establishment Form?

- The DANTES Administrator Site Establishment Form is used to establish *Kuder® Journey* Administrator site accounts.

Who should complete the DANTES Administrator Establishment Form?

- The DANTES Administrator Site Establishment Form is for education centers (ESO/Counselors), Fleet and Family Service Centers, and offices assisting **active duty, Guard, and Reserve Service members** with their education goals and transition.

How do I get started with establishing my site's Administrator Account?

- To establish your site Administrator account, please complete this form in its entirety.
- To prevent processing delays, provide accurate information for the primary Administrator, site office, and additional contacts.

How do I confirm if my education center/office has an Administrator site account?

- To confirm if your site's Administrator account has been established, please call 850.452.1111 x3133 or email: counseling@navy.mil.

Where do I submit the completed DANTES Administrator Site Establishment Form?

- Fax the completed DANTES Administrator Site Establishment Form to DANTES Counseling at 850-452-1162 or Email: counseling@navy.mil.

What are the final steps in the verification and establishment of our site Administrator account?

- Once site verification has been conducted by DANTES Counseling, the request will be forwarded to the Kuder Processing Department for input into the DANTES Kuder® Journey Site database.
- General turnaround to establish an account once the request has been sent to Kuder is 1-2 business days.
- Once the site account has been established, Kuder will send an implementation email to the Site Administrator's email address. Kuder receive will receive an alert if the email is rejected or does not go through. If the email does not go through, a Kuder representative will call the site to verify the provided information and finalize the site establishment.
- Once the email has been successfully submitted to the site Administrator, a Kuder representative will contact the site to offer further assistance with the site account.

Where do retirees, civilians, and family members learn more about purchasing a *Kuder® Journey* user code?

- Civilians and family members can purchase a lifetime user code for \$35. For more information, contact Kuder Customer Support at support@kuder.com or 877-999-6227.

Who do I contact for more information with establishing your site Administrator account?

- Please contact DANTES Counseling at: counseling@navy.mil or 850.452.1111 x3133.
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